

Help from PDMCS for Jobs Requiring Multiple Services

For jobs requiring printing or copying, distribution and mailing, follow the steps below.

Steps:	Action
1. Contact Printing or Distribution & Mail or both to schedule a visit to discuss job.	Prepare to: <ul style="list-style-type: none"> • Discuss your due date for final mailing • bring samples of what you need printed or copied • complete, with help from PDMCS staff, an APHIS 188 • bring your accounting code and name and telephone number of contact person(s) • discuss your mailing list • discuss requirements for mailing your materials. Examples: Jiffy bags, tubes etc. • Mailing methods; express mail, UPS, FedEx.
2. Based on your job requirements	PDMCS will recommend: <ul style="list-style-type: none"> • Based on cost & scheduling where to print or copy your job, using in-house or outside contractors. PDMCS will also recommend how to distribute and mail your job.
3. Keep PDMCS informed as your materials are ready for printing and copying. If your job is done in-house, priority jobs might impact completion of your job.	Return to step 1.

Contact Information	
Printing: Tanya Bowling (301) 734-5908 FAX: (301) 734-8455 Email: tanya.c.bowling@aphis.usda.gov	Mail & Distribution: Elma June Myers (301) 734-3869 FAX: (301) 734-8455 Email: elma.j.myers@usda.gov